

**Fairfax-Falls Church Community Services Board**  
**NOTICE OF HUMAN RIGHTS ACKNOWLEDGMENT FORM**

The goal of the Fairfax-Falls Church Community Services Board is to provide individuals with the best possible services. As a person being served by this agency, you have rights that are protected by government regulations. No one may interfere with your rights, except under special circumstances. The following is a summary of these rights. If you need help understanding them, how they apply to you, or how you can get a full copy of the Human Rights Regulations, please contact staff.

You have the right:

- to be treated with dignity and respect
- to be well informed about your service plan
- to participate in the development of your service plan
- to have an authorized representative make decisions for you
- to be accompanied by a trusted person or persons when participating in services planning, assessments and evaluations
- to make informed decisions about your service plan
- to privacy, safety and confidentiality
- to be protected from abuse, neglect and exploitation
- to receive services without discrimination as prohibited by law
- to access information in your service records
- to have your complaints resolved
- to ask questions and be told about your rights
- to get help with your rights

In addition, as a person living in a residential setting, you have the right:

- to keep and use your personal belongings including sufficient and suitable clothing
- to receive nutritional, well-balanced meals
- to have or refuse visitors and to speak by phone or write letters to anyone unless your service plan limits this
- to talk in private with any court appointed representative or **Sarah Burlar**, Regional Human Rights Advocate
- to practice your religion and participate in religious services subject to their availability, provided that such services are not dangerous to self or others and do not infringe on the freedom of others
- to be paid for work that you do which is not part of your treatment program or service plan

If you have questions, concerns, comments or need assistance understanding your rights, please try to solve the problem with your service provider or program supervisor. If you are unable to resolve a problem with your service staff and believe that your rights have been denied or taken away, you may file an official complaint with the CSB Human Rights Program Representative for your program or one of the State Human Rights Advocates. These people are here to ensure that the rights of individuals in community programs are respected. A complaint made to these individuals will be acted upon immediately.

**CSB Human Rights Representatives**

David Mangano 703-324-7016

Lisa Blecker 703-324-4426

**Virginia DBHDS Human Rights Advocate**

Sarah Burlar 877-600-7431 Toll Free

**NOTE:** According to Code of Virginia, Section 42.1-79, the Library of Virginia determines the retention and disposition of Medical Records is as follows:

- **ADULTS** – Retain 6 years after last action then destroy paper records by shredding, pulping or burning. Electronic records must be overwritten or the storage media physically destroyed.
- **JUVENILES** – Retain 24 years after birth then destroy paper records by shredding, pulping or burning. Electronic records must be overwritten or the storage media physically destroyed.

Name: \_\_\_\_\_

Case No. \_\_\_\_\_

(Please print)

**Human Rights Acknowledgement:** I have received a written/verbal summary of my rights as a program participant of the Fairfax-Falls Church Community Services Board.

Signature of Individual

Date

Signature of Parent/Guardian/Authorized Representative

Date

These rights were reviewed and explained by: \_\_\_\_\_

Staff Name

Date

☐ The above named individual is unable/unwilling to sign that he/she understands the rights